



The City Beautiful

**City of Coral Gables
Job Description**

Job Title: Parking Enforcement Supervisor
Department: Public Works/Parking Division
Classification: 0711
Pay grade: 20C
FLSA: Non-Exempt

Prepared Date: 07/2014

Approved By:

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Summary

Supervises Parking Enforcement Specialists and Parking Enforcement Specialist Leads to ensure City Parking regulations are enforced.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Trains and supervises Parking Enforcement Specialists and Parking Enforcement Specialist Leads.

Assigns and evaluates work; monitors productivity levels and completes performance evaluations.

Reviews daily citation transmittal sheets and records of hourly activities submitted by Parking Enforcement Specialists and Parking Enforcement Specialist Leads.

Handles complaints from the public regarding parking violations.

Appears in court as witness to parking violations as summoned.

Handles Miami-Dade County Clerk of the Courts/Parking Violations Bureau correspondence; prepares memos and letters.

Compiles data and prepares reports as required.

Coordinates parking enforcement activities with the Code Enforcement Division and Police Department. Performs duties of Parking Enforcement Specialists and Parking Enforcement Specialist Leads as required.

Patrols assigned routes as directed.

Participates, as part of senior staff, in staff meetings, and represents the division at assigned City meetings. Reports to the Parking Division Director on enforcement issues.

Issues tickets for non-moving violations, to include over-time parking, expired licensed tags and improperly parked vehicles.

Impounds vehicles on Miami-Dade County Clerk of the Courts/Parking Violations Bureau's Scofflaw List. Operates and maintains License Plate Recognition equipment as part of enforcement responsibilities.

Inspects businesses providing valet parking services to detect violations. Reviews violations with the valet company operator and issues citations accordingly.

Orders and maintains supplies and parts. Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of City, County and State laws pertaining to parking operations and violations. Knowledge of parking regulations and ticketing procedures. Knowledge of departmental policies and procedures, office administrative procedures and supervisory practices. Knowledge of the geography and streets of the City. Knowledge of courtroom procedures. Ability to enforce County and State regulations governing parking. Ability to supervise, train, assign and evaluate work, discipline subordinates and to handle and resolve problems. Ability to communicate effectively both in writing and verbally. Ability to establish and maintain effective working relationships with employees, other agencies, and the public. Ability to handle correspondence and prepare reports. Ability to patrol route on foot, in three-wheeled vehicle or other city assigned vehicle. Ability to work day and night hours as necessary and a flexible work schedule. Good written and oral communication skills. Ability to supervise the work of others in a manner conducive to full performance and high morale. Ability to delegate and use independent judgment.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands and fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines.

Some indoor office work is required with low to moderate noise level. Remaining enforcement/supervisory work is outdoors during duty hours. May involve some walking and the operation of a three-wheeled vehicle. Must be able to lift, carry and or push articles weighing up to 35 lbs. Exposure to extreme temperatures, weather conditions, noise and dust are common. Must have the physical ability to walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Bachelor's Degree in criminal justice, public administration or a related field from an accredited college or university as recognized by the U.S. Department of Education.

Three (3) years' experience in parking or code enforcement.

Valid Florida Driver's License and driver's license motorcycle endorsement.